

**CRITERIA FOR LICENSE AGREEMENT**  
**FOR LOUISVILLE JEFFERSON COUNTY METRO DEPARTMENT OF PUBLIC WORKS**

The criteria for a license agreement for an encroachment of right-of-way is as follows:

- a. Drawing of intended encroachment is to be submitted to Engineering Division of Metro Public Works Department,
- b. A Metro Public Works Inspector/Engineer will inspect the area of encroachment for any possible problems due to the proposed encroachment.
- c. Company is required to submit copy of Certificate of Commercial Liability Insurance with ***the Louisville Jefferson County Metro Government listed as additional insured*** in an amount to be determined by the scope of encroachment, usually in the amount of \$1,000,000.00 ( One Million Dollars). Cancellation clause is to read 30 days notification. ***Insurance certificate and bond MUST be in same name.***
- d. Company is required to submit a License/Encroachment Bond in an amount to be determined by the scope of encroachment. Bond to be in the amount of \$ \_\_\_\_\_. ***Bond is to remain in effect for full life of agreement. Bond and insurance certificate MUST be in same name.***
- e. ***After Licensee has obtained insurance certificate and bond form, please have them faxed to 574-3310. Information will be verified that everything is correct (on both documents) before appointment is made for Licensee to come in office to sign agreement.***
- f. After License Agreement has been prepared, company representative must come to 444 South Fifth Street, 1<sup>st</sup> Floor to sign License Agreement and present a \$100.00 check made payable to Louisville Jefferson County Metro Department of Public Works.
- g. A License Agreement is valid for ten (10 Years) at \$100.00 per year. Licensee may pay the \$1000 in full if they so choose.
- h. After company representative has signed the Agreement, it then is forwarded to several departments within Metro government, including the Metro Mayor's Office for signatures to be placed. After all signatures are in place, company will receive copy of executed agreement.